



## MEMORANDUM

### TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
From: Aref Joulani, Director, Planning & Development  
Date: March 6, 2019  
Subject: End-of-the-month report for February 2019

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Below is the summary of the department's activities during the month of February 2019.

#### **A. PLANNING AND ZONING**

##### **Incoming Customer Service Requests (between February 1 and February 28, 2019)**

Phone calls	56
Walk-ins	23
E-mails	96

##### **In-Depth Customer Response**

Letters (including detailed e-mails)	29
Conferences with customers	14

##### **Permit Reviews (staff total)**

Building permits	28
Site visits	13
Landscape plan reviews	8

##### **Board and Council activity**

New cases	1 (Inlet Harbor Estates subdivision)
Number of meetings and workshops	3 (Town Council, Planning Board, Code Enforcement Board)
Number of staff reports and memos	2
Hours in meetings and workshops (staff total)	6 hrs.

##### **Projects (hours and explanation)**

LUDC/Code of Ordinances amendments	4 hrs. (Survey requirements and construction work hours)
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Development review and assistance	68 hrs. ( <u>4317 S. Atlantic Ave.</u> : site plan review – 3 hrs.; <u>4591 S. Atlantic Ave.</u> : development consultation meeting and research – 5 hrs.; <u>Battelle Memorial Institute</u> : development consultation meeting – 4 hrs.; <u>The Cottages at Ponce Inlet</u> : permit history, affidavit, development consultation meeting – 10 hrs.; <u>Inlet Harbor Estates</u> : subdivision plat review, public notice, research, staff report, presentation to Planning Board – 26 hrs.; 12 Mar Azul: landscape plan reviews (3x) – 6 hrs.; <u>4870 S. Peninsula Dr.</u> : greenhouse permitting issues – 5 hrs.; 117 Ponce de Leon Cir.: landscape plan reviews (3x), site visit, and waiver – 9 hrs.)
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**Other**

Process improvement	2 hrs. (Hardware and software needs for electronic plans submittal and review)
Research	11 hrs. (Electric Bicycle laws, underground parking restrictions, county fertilizer ordinance, Beach Club Cottages development history)
Front counter coverage	4 hrs.

**Professional Development**

APA-FL Atlantic Coast Section	16 hrs. (Bi-annual Chapter goal-setting retreat – 14 hrs.; monthly Section meeting – 2 hrs)
FPZA Surfcoast Chapter	2 hrs. (monthly meeting)

**B. BUILDING**

**Incoming Customer Service Requests** (between February 1 and February 28, 2019)

Phone calls	153
Walk-ins	68
E-mails	85

**In-Depth Customer Response**

Letters (including detailed e-mails)	27
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**Permits**

New Applications	72
Hurricane Related Applications	0
Permits Issued	95
Plan Reviews	65
New Single-Family Residence Applications	1
New Single-Family Residence Permits Issued	0
New Single-Family Residence Permits Issued YTD	1

Total permits issued YTD 180  
 Business Tax Receipts/Home Occupations 3

**Inspections**

Permit Inspections - Approved 194  
 Permit Re-Inspections - Approved 4  
 Permit Inspections - Needing Corrections (see below) 3  
 Total inspections YTD 390  
 Total re-inspections YTD 9  
 Total inspections needing corrections YTD 6

**Special Activity**

Chief Building Official

Meetings Monthly BOIA meeting  
 Training Plumbing Plans Examiner Course

Administrative Assistant

Meetings FABTO Executive Board conference call meeting;  
 FABTO Central FL Chapter Quarterly meeting;  
 Policy Worked with FABTO State Board on responses regarding proposed Bills regarding Business Tax Receipts  
 Process Improvement/Technology EnerGov permitting software – corrected issues with blank inspection forms; changed/corrected all fees and revenue account numbers as needed with InCode 10 upgrade.  
 Public Records Requests 0

**Permit Correction Details**

Permit #	Address	By	Reason for Correction
BLDC-1114-2018	4621 Rivers Edge Village Ln.	MP	Contractor must have affidavit of nailing decking or pictures of it in progress
BLDR-00232-2018	29 Jana Dr.	HB	Contractor ignored required In-progress inspection
BLDC-0072-2018	33 Inlet Harbor Rd.	MP	Drywall in kitchen to be fastened to code or engineered in different way to satisfy code requirements

**C. CODE ENFORCEMENT AND FIRE SAFETY**

**Incoming Customer Service Requests (between February 1 and February 28, 2019)**

Phone calls 75  
 Walk-ins 6  
 E-mails 21

**In-Depth Customer Response**

Letters (including detailed e-mails)	12
Conferences with customers	2

**Fire Safety**

Inspections and Plan Review	73
Inspections and Plan Review YTD	151

**Code Enforcement Investigations**

New investigations	32
Closed investigations	20
Active investigations	63
Total number of investigations year-to-date	55

**Code Board Cases**

Code Board cases this month	4
Total Number of cases YTD	9

**Liens**

Lien Requests	9
Lien Requests YTD	26

**Professional Development**

Training	16 hrs. (Fire Prevention Class – Alarm Systems)
Meetings	5.5 hrs. (East Central Florida Fire Prevention Association)